



**STATIONARY ENGINEER,
CORRECTIONAL FACILITY (CF)**
Final Filing Date: September 29, 2011

OPEN, NONPROMOTIONAL-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

CALIFORNIA MEN’S COLONY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application ([Std. Form 678](#))

By mail with:	or	In person with:
California Men’s Colony Attn: Susan Johnson Delegated Testing Office P. O. Box 8101 San Luis Obispo, CA 93409-8101		California Men’s Colony Attn: Susan Johnson Delegated Testing Office Highway 1 San Luis Obispo, CA 93409

If you are personally delivering your application, you must do so between the hours of **7:30 a.m.** and **4:00 p.m.** Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **SEPTEMBER 29, 2011** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE The written test date will be **OCTOBER 29, 2011**.

SALARY RANGE(S) As of: **August 4, 2011**
\$5415

MINIMUM QUALIFICATIONS

Either I
Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

Or II
Experience: Four years of experience performing duties which included the operation, maintenance, and repair of boiler, heating, refrigeration, ventilation and power equipment of large commercial, industrial or institutional buildings including the operation and maintenance of air conditioning systems involving the use of automatic controls.

And
Education: Completion of 700 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls may be substituted for the 700 hours of technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.

Two years of additional qualifying experience may be substituted for the required education.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 76.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Boilers and auxiliary boiler room equipment
 - 2. Heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment
 - 3. The methods, tools, materials, and equipment used in the operation, maintenance, and repair of such equipment
 - 4. The Department's Equal Employment Opportunity objectives
 - 5. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives
- B. Ability to:**
- 1. Communicate effectively
 - 2. Demonstrate mechanical ability
 - 3. Keep accurate records
 - 4. Install, operate, and make repairs to the various types of equipment listed above in the knowledge requirements
 - 5. Make written reports, read, interpret, and work from plans, drawings, and specifications
 - 6. Lay out work for others and direct them in this work
 - 7. Analyze situations accurately and take effective action
 - 8. Effectively contribute to the department's equal employment opportunity objectives

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Stationary Engineer, Correctional Facility, under general direction, performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State correctional facility in the Department of Corrections and Rehabilitation; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; may instruct or lead inmates; may instruct or lead other engineers; and does other related work.

Position(s) exist at the institution(s) listed above with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Men's Colony Testing Office at (805)-547-7699 three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

GENERAL INFORMATION
(CONTINUED)

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS